

# STANDARD OPERATING PROCEDURE FOR THE POLLUTION PREVENTION EQUIPMENT PROGRAM (PPEP)

July 1999

Reference: (a) Executive Order 12856, *Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements*  
(b) Under Secretary of Defense ltr dtd 16 May 95  
(c) OPNAVINST 5090.1B, *Environmental and Natural Resources Program Manual*  
(d) PPEP Book  
(e) OPNAVINST 11010.20F, *Facilities Project Manual*

Attachment: (1) Submittal Format  
(2) Equipment Catalog Cut Format

1. **Purpose** The purpose of this standard operating procedure (SOP) is to establish a comprehensive process for collecting and translating Navy requirements into an implementable Pollution Prevention Equipment Program (PPEP).

## 2. **Definitions**

PPEP: A centrally funded Navy program that procures, delivers, and installs pollution prevention (P2) equipment at Navy shore activities.

Core Committee: Chief of Navy Operations (N451), Naval Facilities Engineering Command, Headquarters (NAVFACHQ), Naval Facilities Engineering Service Center (NFESC), Naval Air Warfare Center, Aircraft Division, Lakehurst (NAWCADLKE), select members of the Fleet Assistance Support and Technology Transfer (FASTT) Team. The core committee is co-chaired by N451 and NAVFACHQ.

Full Committee: Core committee, claimants, representatives of Navy Environmental Leadership Program (NELP) ashore, other activities as invited by their claimant. The full committee is co-chaired by N451 and NAVFACHQ.

Procurement Agents: NFESC and NAWCADLKE are the two procurement agents. They procure, deliver, and install PPEP equipment.

Competitive Equipment: Equipment that is readily available on the commercial market, and Navy approved for specific shore side processes.

Pre-production Ashore Equipment: Equipment, or a combination of equipment, that is available commercially but has not been validated and Navy approved for specific shore side processes.

Navy Environmental Leadership Program (NELP): A CNO program designed to demonstrate new technologies and other environmental leadership opportunities in support of compliance, cleanup, conservation, and pollution prevention. These opportunities are demonstrated at the two shore side NELP bases Naval Station Mayport, Mayport, Florida, and Naval Air Station North Island, Coronado, California

FASTT - The Fleet Assistance, Support and Technology Transfer (FASTT) is a partnership program between NAVSEA, NAVAIR, NAVFAC, CINCPACFLT, and CINCLANTFLT to reduce the cost of environmental compliance and improve maintenance work processes using the best technology and management practices available. FASTT assists activities in identifying and implementing new technologies and provides feedback to the PPEP to improve equipment maintainability and effectiveness.

PPEP Book: A book containing a list of all equipment bought to date by PPEP. The book provides information on procurement cost, performance criteria, estimated return on investment, potential and/or actual pollution reduction, and a point of contact for additional information. The PPEP Book is available on-line at <http://www.lakehurst.navy.mil/p2/index.htm>.

3. **Background** On August 3, 1993, the President signed reference (a) requiring federal agencies to become leaders in reducing pollution and the use of toxic chemicals at their facilities. References (b) and (c) set forth policies and guidelines for complying with reference (a). As a result, N45 established PPEP to provide claimants and their activities access to a funding and acquisition tool to acquire equipment to help them meet the goals set forth by references (a), (b), and (c).

N45 established a centrally managed OPN funding line, directed NAVFACHQ to budget and manage program execution, and established a core committee to develop a program acquisition plan. PPEP funds two categories of equipment: Competitive and Pre-production.

Equipment submittals for both categories are reviewed and approved by the core committee annually. Once approved, the procurement agents, NFESC and NAWCADLKE, execute the acquisition of the equipment.

4. **Scope** This SOP establishes policies and procedures for the generation, programming, and procurement of all centralized OPN P2 equipment requirements. It incorporates, expands, and supersedes all program guidance and policy established since the inception of the program in fiscal year 1995. As such, it shall be used to govern the program and its participants.

## 5. Policy and Guidelines

### 5.1 Qualifying Activities:

5.1.1 All non- Navy Working Capital Fund shore activities, both CONUS and OCONUS, are eligible for PPEP funding.

5.1.2 Generally, bases slated for closure are not eligible for PPEP funding. However, some closing bases may be required to continue operating for up to six years after they have been identified as a closure base. Depending on the circumstances surrounding a closing base, this restriction may be waived by the core committee. All closing bases may utilize PPEP procurement services with their own funds (see 5.1.6 NOTE).

5.1.3 Activities operating under the Navy Working Capital Fund (NWCF), such as shipyards and depots, are not eligible for PPEP funding. However, the program may use NWCF activities to demonstrate and prove pre-production technologies to promote environmental leadership opportunities and NELP. Every effort will be made to place pre-production equipment at the Navy Environmental Leadership sites or non-NWCF sites for evaluation. Only then will placement at a NWCF activity be considered. All NWCF activities may utilize PPEP procurement services with their own funds (see 5.1.6 NOTE).

5.1.4 Activities operating under a non-appropriated budget such as exchanges, commissaries, and hobby shops are not eligible for PPEP funding. The core committee may make exceptions if the non-appropriated activity's management, disposal costs, and permit requirements are the responsibility of the host NWCF command. All non-appropriated activities may utilize PPEP procurement services with their own funds (see 5.1.7 NOTE).

5.1.5 Navy medical hospitals and clinics are not eligible for PPEP funding. Hospitals and clinics may utilize PPEP procurement services with their own funds (see 5.1.7 NOTE).

5.1.6 The PPEP supports CNO's Pollution Prevention Afloat Initiatives by providing pre-production equipment to fulfill a shipboard P2 opportunity at the discretion and direction of N451.

5.1.7 All DOD Services and agencies may utilize PPEP services with their own funds (see 5.1.7 NOTE).

**NOTE:** Activities not eligible for PPEP funding are encouraged to benefit from PPEP by utilizing the program contracting vehicles with their own funds. Navy activities wishing to participate shall submit their requirements to their claimant. The Navy claimants and any other DOD agencies wishing to participate shall consolidate their cognizant requirements and submit them to NFESC, Code 42 by February 15

of each year. Navy claimants and other participating DOD agencies will be notified by N451 each June of the equipment PPEP can accommodate and which procurement agent will buy the equipment. The Navy activities and participating DOD agencies shall forward the appropriate funding directly to the specified procurement agents in the first quarter of the execution year for which a piece of equipment is to be procured.

## 5.2 Equipment Guideline Criteria:

5.2.1 The equipment must address opportunities identified in activity P2 plans, support an activity compliance requirement, and focus on Pollution Prevention Measures of Merits 1 through 4 of reference (b).

5.2.2 The equipment must directly eliminate, reduce, or prevent a specific pollutant from entering the environment as defined in Chapter 3 of reference (c). Reference (d) provides a list of equipment that meets this criteria and is currently being bought by PPEP. Reference (d) should be used when possible as a reference document when preparing equipment requirement submittals.

5.2.3 The equipment must be "personal property" or "industrial plant equipment" as defined in the NAVCOMPT manual and chapter 2.1.4.c & d of reference (e).

5.2.4 The equipment must have a minimum summed line item value of \$1,000. Itemized equipment not having a line item value of \$1,000 or greater will be identified in the N451 June letter to claimants as equipment that should be purchased locally with activity funds (does not apply to pre-production equipment).

5.2.5 Equipment funded by other programs is not eligible for PPEP funding. Some examples of these types of equipment and the programs that fund them are:

5.2.5.1 Change-out of ozone-depleting equipment less than \$100,000. ODS conversion and replacement is funded as part of the O&M,N POM process.

5.2.5.2 Oil Spill equipment is funded by the Oil Spill Program.

5.2.5.3 Rolling stock is funded by the Civil Engineering Support Equipment Program.

## 5.3 Equipment Categories:

5.3.1 Competitive equipment is commercial off-the-shelf Navy approved equipment that PPEP procures to help activities

reduce pollution and meet compliance requirements. Competitive equipment procurement is the primary function of PPEP.

5.3.2 Pre-production ashore equipment is commercially available equipment that PPEP procures and validates on selected Navy ashore processes. The intent of pre-production is to integrate new P2 technologies into Navy non-NWCF processes. PPEP funds the procurement and a one-year validation period for all approved pre-production equipment. Upon completion of the validation period the equipment receives either Navy approval or disapproval of its application on the selected process. If approved, the equipment transitions to the competitive equipment side of PPEP and becomes available to all activities.

The activity at which the validation is performed is responsible for assisting the procurement agent in documenting performance of the equipment, return on investment (ROI), labor requirements, hazardous material use, and pollution generated. Once the validation period is complete the equipment will be turned over to the activity. Pre-production ashore equipment is normally validated at one of the two shore side NELP bases.

#### 5.4 Installation and Site Preparation:

5.4.1 Installation consists of putting the equipment in place and connecting it to utility systems and process equipment. This is a PPEP funded cost (i.e., OPN).

5.4.2 Site preparation consists of preparing a site for equipment delivery and installation. Depending on the type of work to be accomplished, site preparation may require OPN or O&M,N or a combination as specified in chapter 5 of reference (e). Work such as construction of new real property, utility upgrades, and conversions, additions, and expansions of existing real property are O&M,N costs.

Estimated OPN and O&M,N costs for work associated with a piece of equipment should be estimated in the annual claimant equipment requirements submitted to NFESC (see section 5.5). Claimants/activities are responsible for planning, programming and budgeting adequate funding for costs requiring O&M,N. If the procurement agents are executing O&M,N funds from activities to support site preparation, the funds must be available no later than the second quarter of execution year. Activities shall coordinate with procurement agents to complete site preparation work prior to scheduled equipment delivery or provide required O&M,N funding to the procurement agent to prepare the site.

#### 5.5 Equipment Submittals:

5.5.1 N451 will provide, by November 1 of each year, specific guidance to the claimants for their equipment requirement submittals. Claimants shall provide their submittals

to NFESC, Code 42 by February 15 of each year. The submittals shall be in the Excel or Access format provided on attachment (1). The submittals shall be divided into three sections as described in the following paragraphs. And the submittals shall contain a minimum of either one (1) or two (2) years of equipment requirements, as shown in the time line below.

<u>CNO Letter</u>	<u>Submittal Due</u>	<u>Fiscal Year(s)</u>
November 1999	February 2000	FY02-03 Equipment Requirements
November 2000	February 2001	FY03 Equipment Requirements
November 2001	February 2002	FY04-05 Equipment Requirements
November 2002	February 2003	FY05 Equipment Requirements

5.5.1.1 Section I: Claimants shall solicit, compile, and submit a complete list of competitive equipment requirements for their non-NWCF activities. Claimants shall ensure that each requirement reflects a valid activity need. Each requirement shall either reference an equipment specification from reference (d) or be accompanied by an individual equipment catalog cut in the format of attachment (2).

5.5.1.2 Section II: Claimants shall solicit, compile, and submit a complete list of pre-production ashore equipment proposals from all interested activities (non-NWCF, NWCF, NAF, etc.). Claimants shall screen and validate these proposals and ensure that they are adequately documented with a catalog cut in the format of attachment (2).

5.5.1.3 Section III: Claimants shall solicit, compile, and submit a complete list of equipment requests from their activities not eligible for PPEP funding but who wish to participate with their own funds. Each requirement shall either reference an equipment specification from reference (d) or be accompanied by an individual equipment catalog cut in the format of attachment (2).

## 5.6 Budget Submit:

5.6.1 NFESC shall consolidate the annual February claimant submittals and forward them to the core committee by 25 February.

5.6.2 The core committee will meet in March to review the equipment requirements.

5.6.3 NFESC and NAWCADLKE shall work collectively to research and validate claimant submittals, screen for equipment title consistency, determine which procurement agent will procure each piece of equipment, and compile recommendations for the core committee. Once this task is completed, NFESC will consolidate the information and provide it to the core committee by 5 April.

5.6.4 The core committee will review the NFESC submittal and approve a final list of equipment for procurement, "the buy

list." NFESC shall finalize the buy list and provide NAVFACHQ a copy in budget format by 1 May.

5.6.5 Between May and December of each year, NFESC and NAWCADLKE will work collectively to document progress and minor changes to the 1 May budget provided to NAVFACHQ. NFESC will submit a consolidated update on 10 January to NAVFACHQ. This will be used for the President's annual budget submittal.

#### 5.7 Claimant Notification of Approved Equipment:

5.7.1 N451 will notify claimants each June of the equipment they will receive (the buy list). At that time claimants shall ensure that facility planning is initiated at their activities that have approved equipment in the upcoming execution year. This includes site approval, permitting, required site preparation, and ensuring that funding has been programmed for site preparation not funded by OPN. Claimants/activities are also responsible for ensuring that work identified by these tasks are coordinated with procurement agents and executed prior to equipment delivery. A variety of resources are available to the claimants/activities to assist them with these tasks:

5.7.1.1 Naval Facilities Engineering Field Divisions and Activities (EFD/A's), NFESC, and Specialty Offices may perform qualifying portions of work under the Naval Environmental Protection Support Service (NEPSS) at no cost to the claimant/activity. EFD/A's are also available on a reimbursable basis to perform tasks such as assemble and validate activity equipment requirements; identify and initiate required site preparation and determine whether the work is an OPN or O&M,N cost or combination; obtain permits; and update/incorporate procured equipment into various activity plans such as P2 plans, solid waste management plans, Hazardous Material, Control and Management (HMC&M) plans, etc.

5.7.1.2 The procurement agents may assist claimants/activities in establishing specific site requirements and site logistics on pre-production projects. The procurement agents are not responsible for providing wide-scale site investigations for competitive procurement equipment.

5.7.1.3 Activities may explore other opportunities to prepare for equipment such as Public Works, a private contractor, or a combination of all the above.

#### 5.8 Requirement Additions/Cancellations:

5.8.1 Once N451 issues the approved June buy list, claimants must notify the cognizant procurement agent in writing of any cancellations or additions to the buy list. Additional

equipment previously approved by a previous order in the same fiscal year may be substantiated by the first order.

5.8.2 If a claimant determines in the execution year for which a piece of equipment was budgeted that the requirement no longer exists, the claimant must notify the cognizant procurement agent in writing and one of two actions will be taken: 1) If the procurement agent has not awarded or is not about to award the contract for that piece of equipment, then the procurement agent may cancel that equipment; or 2) If the procurement agent is in the final stage of awarding a contract or has awarded the contract for that equipment, then the claimant shall be responsible for identifying an alternate location that fulfills a requirement.

5.9 Safety Reviews: Procurement agents shall perform safety reviews of all equipment prior to purchase to ensure mechanical, electrical, chemical and physical hazards are identified and corrected prior to purchase. It is desired to use the NAVFAC P2 equipment safety checklist for evaluation criteria and to provide a Technical Safety Data Sheet (TSDS) with each piece of equipment to inform the operation and maintenance personnel of any installation issues, unresolved hazards or required personal protective equipment.

5.10 Procurement Agent Reports: NFESC shall utilize the PPEP database to generate quarterly status reports for claimants (see 6.7.8). The reports shall include:

- a) Estimated OPN and O&M,N costs
- b) Expected award and delivery dates
- c) Actual award and delivery dates
- d) Technical point of contact
- e) Comments for delays, cancellations, and other issues affecting procurement

## **6. Roles and Responsibilities**

6.1 CNO: N451 shall serve as co-chairperson to both, the full and the core committees, provide oversight, and delegate equipment acquisitions to the procurement agents. N451 is also responsible for notifying claimants each November that their activity equipment requirement submittals are due to NFESC the following February, and providing notification back to the claimants each June of the approved and disapproved equipment requests. N451 will provide oversight with respect to facility issues. N454 will provide oversight for issues pertaining to safety and occupational health.

6.2 Core Committee: The core committee shall coordinate the policies, procedures, and processes used to implement the program. The core committee shall also develop and disseminate strategic planning and guidance to ensure that effective



processes are in place for delivering and installing P2 equipment. The core committee will meet quarterly or as deemed appropriate by the chairperson. The core committee is further responsible for:

6.2.1 Reviewing all claimant equipment requirement submittals.

6.2.2 Keeping claimants apprised of program status.

6.2.3 Providing a program review to N45 annually.

6.2.4 Compiling return on investment (ROI) data and responding to customer feedback.

6.3 Full Committee: The full committee shall provide necessary information and feedback on outyear equipment requirements, the execution of current and prior year requirements, and overall program operations. The full committee shall convene twice annually to discuss program status and issues.

6.4 NAVFACHQ: NAVFACHQ shall serve as co-chairperson to both, the full and the core committee. In addition, NAVFACHQ shall serve as the Budget Submitting Office and provide overall financial management. NAVFACHQ is responsible for initiating budget cycle preparation, ensuring timely obligation of OPN funds, assisting N451 to develop and coordinate program policies (including the SOP), and coordinating financial issues with N451, procurement agents and claimants.

6.5 Claimants: Claimants shall provide input on P2 requirements and equipment prioritization and disseminate program information (i.e., program status, new and emerging P2 technologies) to their activities. Claimants are also responsible for the following:

6.5.1 Ensure their activities are knowledgeable of PPEP and its resource documents (i.e., SOP, PPEP Book, Joint Service P2 Opportunities Handbook on line at <http://www.nfesc.navy.mil/enviro/p2library/index2.html>, and able to accept and utilize the equipment upon delivery.

6.5.2 Submit validated equipment requirements annually.

6.5.3 Plan, program and budget adequate funding for site preparation costs requiring O&M,N.

**NOTE:** Claimants are encouraged to copy base environmental staffs when requesting their activities to provide equipment submittals.

6.5.3 Screen, consolidate, and validate activity equipment requests to ensure they are within the criteria cited in section 5 of this SOP prior to forwarding to NFESC by 15 February, annually.

6.5.4 The Fleets shall coordinate with the TYCOM's and Regional Environmental Coordinators (RECs), and represent their respective activities and interests.

6.5.5 Assist activities, as necessary, to coordinate with the appropriate System Command to ensure that the equipment being requested is approved in the application it will be used.

6.6 Systems Commands: Each System Command is responsible for assisting claimants, activities, and procurement agents with obtaining approval for the use of equipment in processes over which the Systems Command has cognizance.

6.7 Procurement Agents (NFESC & NAWCADLKE): The procurement agents shall provide technical expertise in support of P2 equipment procurement to N451, NAVFACHQ, claimants, RECs, TYCOM's and the receiving activities.

6.7.1 Competitive Equipment: The procurement agents are responsible for equipment procurement, delivery, installation, logistics, and execution of predetermined OPN funded site preparation under their cognizance. They may execute PPEP site preparation at claimant/activity request, using O&M,N funding provided by the claimant or activity. The procurement agents may, at their discretion and with claimant concurrence, release PPEP funds to the activity for execution of an equipment requirement. In such cases, the activity shall provide to the procurement agent the following:

- a) Detailed cost estimate
- b) Plan of action/milestones to implement
- c) Justification of why the activity should manage execution instead of the procurement agent
- d) Confirmation of fund acceptance and execution
- e) Prompt return of excess OPN funds

6.7.2 Pre-production ashore: In addition to all stated tasks in section 6.7.1, the procurement agents are responsible for identifying required site preparation, permit requirements, coordinating and obtaining equipment process approval with appropriate System Command, coordinating site acceptance and documenting the validation of the equipment.

6.7.3 The procurement agents are responsible for providing engineering and budget support to N451 and NAVFACHQ.

6.7.4 Each procurement agent is required to hold an on-site program review annually when requested by N451, and to report

obligation and execution rates to N451 and NAVFACHQ, as requested.

6.7.5 The procurement agents are responsible for reviewing and verifying the accuracy of OPN estimates.

6.7.5 The procurement agents are responsible for ensuring all costs and expenditures meet FMB (NAVCOMPT manual) and reference (e) guidelines for OPN funding.

6.7.6 The procurement agents are responsible for documenting lessons learned for all equipment under their cognizance, and NFESC will incorporate this information into the PPEP database.

6.7.7 The procurement agents are responsible for ensuring that all procured equipment meets OPNAV safety policy.

6.7.8 NFESC shall maintain the PPEP database which will be used as an equipment information repository. The data base will contain information on equipment procurement cost, equipment performance criteria, installation cost, training and logistics requirements, return on investment, potential and/or actual pollution reduction, sites where equipment is implemented, and a point of contact for each piece of equipment. NFESC will use this information to support core committee requests for information, and generate quarterly status reports for claimants.

6.7.9 NAWCADLKE is responsible for maintaining the PPEP Book.

6.8 Base Environmental Staff: The host environmental staff is responsible for assisting work centers and activity shops with the identification of required permits and other potential environmental issues. This includes equipment requests from tenant commands.

6.9 Activities are responsible for providing submittal requirements to their claimants and ensuring all associated installation requirements are in order prior to equipment delivery.

## Submittal Format

Following fields and field-order for submission of requirements in Excel or Access:

1. Claimant
2. UIC
3. UIC Title
4. Equipment Description (please standardize per the PEPP Equipment Book when able)
5. Estimated Unit Cost (This includes installation)
6. Estimated Site Prep Cost/Unit (i.e.: O&M,N requirements)
7. FY (will be specified during data call)
8. FY (will be specified during data call)
9. FY (will be specified during data call)
10. Planned Location
11. Activity POC (may be more than one and may include email address)
12. Shipping Address
13. Activity Phone # (may include both Comm and DSN)
14. Activity Fax #
15. Equipment Spec Ref
16. Requirement: cite legal driver, Federal, State, local
17. P2 Objective: media/pollution targeted, justify changing process.

ATTACHMENT (1)

## Equipment Catalog Cut Format

(Sample using PMB Glove Box)

Equipment Title: PMB Glove Box Unit

Manufacturer: Abrasive Blast Systems  
Model: PRC-4848  
Equipment Cost: \$6,000

Facilities: The PMB Glove Box Media Blaster is 5'2" wide, 7'3" deep and 8'2" high. the unit requires access to the front of the machine for operation as well as the right hand side of the machine for cartridge inspection. A minimum of 18 inches of rear clearance is required for access to the piping manifold, exhauster and the screen hopper.)

Utilities: The PMB Glove Box Media Blaster requires 220 Volt, 3 wire, single phase power on a 30 amp circuit. The Blaster also requires the connection to shop air.

Propriety: Plastic Media Blasters provide a process for the removal of paint from metallic components by projecting plastic media fluidized with compressed air through a nozzle.

The PMB Glove Box Unit will provide an interior working space of 36 inches deep, 48 inches wide and 48 inches high. The unit is capable of holding a distributed load of up to 1,000 pounds.

This piece of equipment is suitable to replace other glove box media units that are not able to utilize plastic media.

Economic Analysis: (This section should contain a life cycle cost estimate on the proposed equipment request showing a return-on-investment (ROI) and a projected breakeven point (the point at which time the equipment will pay for itself).)

ATTACHMENT (2)